

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: GIS Team Supervisor****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Assists in the planning, design, development, and operation of the Geographic Information System (GIS). Recommends methods and procedures to implement system. Writes and tests system applications. Supervises staff, hires personnel, performs reviews. Provides training and technical support to staff and GIS users.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Implements GIS system by assisting in its planning, design, development, and operation, recommending appropriate methods, procedures, and applications, designing, writing, testing, implementing, and maintaining those applications, and performing analyses, modeling, and simulations using GIS software and data.
2	S	Supervises various staff members by hiring personnel, conducting performance reviews, delegating, overseeing, and reviewing work assignments, and coordinating daily technical operations and activities.
3	S	Provides training and technical support by offering assistance to system users in the areas of GIS applications, software, and database usage.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience in GIS and cartography.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read technical manuals, journals, reports, proposals, correspondence, maps, invoices, and purchase orders.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and statistics.
Writing	Work requires the ability to write correspondence, reports, training materials, presentations, and recommendations.
Managerial	Managerial responsibilities include overseeing staff.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, filing, inter-office, equipment installation, user training
Sitting	C	Computer, desk work, equipment installation, meetings, classes or training, supervision
Walking	O	Inter-office, to/from other departments
Lifting	O	Office supplies, office equipment, computer equipment, files, reports, books, manuals
Carrying	O	Office supplies, office equipment, computer equipment, files, reports, books, manuals
Pushing/Pulling	O	Printer paper, office equipment and furniture, installing toner and paper in printers
Reaching	O	Manuals, books, files, computer setups
Handling	O	Office supplies, office equipment, software, hardware, manuals, files, reports, books
Fine Dexterity	C	Computer keyboard, calculator, writing, typing, mouse
Kneeling	R	Computer setup and troubleshooting
Crouching	R	Computer setup and troubleshooting
Crawling	R	Computer setup and troubleshooting
Bending	R	Computer setup and troubleshooting, installing toner and paper in printers
Twisting	R	Computer setup and troubleshooting
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading, meetings, supervision, equipment installation, classes, technical support
Hearing	C	Telephone, staff, supervisors, meetings, user training, technical support
Talking	F	Telephone, staff, supervisors
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, computer components, small hand tools, cables and installation devices for computer, Standard Microsoft Windows and Office software, database software, Internet/Intranet, ESRI Suite (ArcInfo, ArcView, MapObjects, MapObjectsIMS), Visual Basic 6, Javascript, JASC Paint Shop Pro, Mr Sid, MS-Frontpage, CITRIX, Planning and Tracking software, Query and Reporting software, PeopleSoft

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)